DATE SUBMITTED (mm-dd-yyyy):

McGill University – Academic Casual Employee Time Sheet

Time sheets cannot be processed unless signed by the employee and supervisor, and must be submitted by the deadlines on the Faculty website, otherwise the payment cannot be guaranteed: www.mcgill.ca/desautels/jobs/casual-employment

Name (Last & First):_____   McGill ID #:_____Status:_____

Department: Desautels/_____   Job:_____

Here are examples of **VALID** entries for the time sheet:

TIME IN	TIME OUT	TIME OFF
8:00 8:00 AM 8:00 am	17:00 5:00 PM 5:00 pm	Must be in MINUTES

Description of work: Describe quickly the task you accomplished (graded midterms, review assignment, meetings etc.)

Work week 1: From Sunday: _____To Saturday: _____

Date	Day of the week	Time in (am / pm)	Time out (am / pm)	Hours worked (h)	Time off in minutes (lunch)	Net hours worked (h)	Description of work
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
*Excludes vacation pay, and statutory holiday indemnity (if applicable)				**Net total hours**			
				Hourly rate	$		
				TOTAL*	$		

Work week 2: From Sunday: _____To Saturday: _____

Date	Day of the week	Time in (am/pm)	Time out (am/pm)	Hours worked (h)	Time off in **minutes** (lunch)	Net hours worked (h)	Description of work
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
*Excludes vacation pay, and statutory holiday indemnity (if applicable)				**Net total hours**			
				Hourly rate	$		
				TOTAL*	$		

ALL SIGNATURES MUST BE ORIGINALS IN PEN

_____
Casual employee signature and date signed

_____
Supervisor signature and date

- 00028 -   -   - 000000 – 000000
FOAPAL

_____
FFM/PI (or delegate) signature and date signed

_____
FFM/PI – print name

_____
Delegate (if applicable) – print name

The original signed form must be retained in the unit for 7 years minimum, as supporting documentation in the event of an internal/external audit.